



## **Merit School of Music Chicago, Illinois**

### **Full-time Position Announcement: Director of Individual Giving**

#### **Description**

Merit School of Music seeks a highly qualified candidate for the position of Director of Individual Giving to **begin immediately**. The Director of Individual Giving creates and implements a fundraising strategy to maximize major donor gift revenue. The position will focus on identifying, qualifying, soliciting and stewarding a portfolio of major gift prospects. Develops and executes strategies to build a pipeline of future major gift prospects in partnership with executive staff and board leaders.

Also, the Director of Individual Giving oversees the Development Coordinator position (who is responsible for processes for the Development Department).

#### **Organization Overview**

Since its founding in 1979, Merit School of Music has successfully motivated and inspired over 50,000 young people with high-quality music instruction. The School's broad-ranging comprehensive curriculum, extensive level of financial aid, sense of community and the standard of excellence set forth by the faculty and students are major components of its success.

Merit offers a multi-leveled, structured curriculum in a college preparatory environment. Programs take place at the Joy Faith Knapp Music Center in Chicago's West Loop and at nearly 30 locations in neighborhoods across the City. Instruction is offered to approximately 4,000 students of all ages, from infants to adults, and from beginners to the Juilliard-bound by over 150 accomplished faculty members.

Merit has an annual operating budget of \$6 million, of which nearly half is supported by contributed revenue.

#### **Mission**

Merit School of Music transforms the lives of Chicago-area youth through removing barriers to high-quality music education.

## **Reporting Relationship**

The **Director of Individual Giving** reports to **Vice President for Development & Marketing**

## **Job Responsibilities**

Create and implement a strategy to maximize gift revenue at all gift levels for Merit School of Music. Execute and assess donor engagement strategies, including events and communications, to drive qualification of prospects with major and principal gift capacity. Make long-range improvements in the quality of the leadership, major and principal gift prospect pools.

Collaborate on the production of proposals designed to solicit support for Merit's programs and priorities.

Record all prospect actions and activities in Merit's Prospect Management System.

Collaborate with Merit departments (Development, Marketing and Program) on donor and prospect cultivation activities.

Assist the VP for Development and Marketing with other projects, as needed.

## **Major Gift Fundraising:**

Qualify/cultivate and manage a portfolio of 75 major and principal gift prospects and suspects.

Work with Merit's leadership team, Board of Trustee, faculty, and key volunteers to identify key prospects.

Qualifies individuals, rating their capability and likelihood to make a philanthropic gift to Merit.

Using a Moves Management process, s/he conceives of, promotes, and coordinates the interaction of potential and current donors with faculty and other individuals who have the ability to deepen the prospective donor's engagement with Merit.

Conceives of and implements solicitation strategies and will participate in the vast majority of these solicitations.

Develops solicitation strategy and writes fundraising proposals.

**Manage Development Coordinator Position:**

Responsible for ensuring gift processing and acknowledgement takes place on a timely and efficient basis.

Responsible for overseeing Direct Marketing fundraising activities.

**Personal Skills/Attributes/Qualifications**

The ideal candidate would possess the following qualifications:

Exceptional interpersonal and communication skills

The ability to multi-task, prioritize responsibilities, and work on deadline

Ability to craft strategic messages, content and copy

Excellent organizational skills and a detail-oriented work style

A strong work ethic and a willingness to take initiative

The ability to work both independently and as a member of a team

Proficiency in Microsoft Office applications (Word, PowerPoint, Excel), including Power point

Prospect management experience preferred

**Educational/Experience Requirements**

Bachelor's Degree

A minimum of three years of experience in development or a related field such as public relations, sales, marketing, or volunteer work in a not-for-profit organization is required. •

Experience managing volunteers is preferred.

**Schedule**

37.5 hours a week

Flexible and dependent on time of year, workload and availability. Some evenings and weekends required

**Compensation**

Compensation is competitive and commensurate with qualifications and experience. Benefits include: Health, Dental, Long-term Disability, Flexible Spending Accounts, Retirement Plan (after 1 year of employment), and Paid time off.

**Interested candidates should send a résumé to:**

[hr@meritmusic.org](mailto:hr@meritmusic.org)

**No phone calls or faxes please.**

For more information about Merit School of Music, please visit [www.meritmusic.org](http://www.meritmusic.org).

*Merit School of Music does not discriminate on the basis of race, creed, color, religious belief, gender, sexual orientation, age, national origin, ancestry, veteran status, physical or mental disability or any other protected status in admission or access to, or employment in its programs and activities.*

Merit School of Music | Joy Faith Knapp Music Center | 38 South Peoria Street | Chicago, IL 60607 | [www.meritmusic.org](http://www.meritmusic.org)